

Annex 1

Terms of Reference



GENERAL INFORMATION

Title: Support Consultant for West Java Province
Project Name: Assistance for Enhanced Innovation for the Achievement of the SDGs in Indonesia (ACHIEVE)
Reports to: Social Innovation Platform and Covid-19 Recovery Facilitator for West Java Province
Duty Station: West Java Province
Expected Places of Travel (if applicable): N/A
Duration of Assignment: From May 2021 to December 2021 (160 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
2	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT , please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	P11 Form or CV with three referees
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)

☐ intermittent (explain)

☒ full time/office based (The consultant is required to work full-time in the duty station, and s/he will work closely with West Java counterparts (e.g. Village and Community Empowerment Agency, Bappeda of West Java Province, , Featured Program Facilitators, etc: also ALC in Spain, UNDP Bangkok Regional Hub, RESTORE Team, and Ministry of Villages, Development of Disadvantaged Regions and Transmigration)

Provision of Support Services:

Office space: ☒ Yes ☐ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: Project Assistant for ACHIEVE

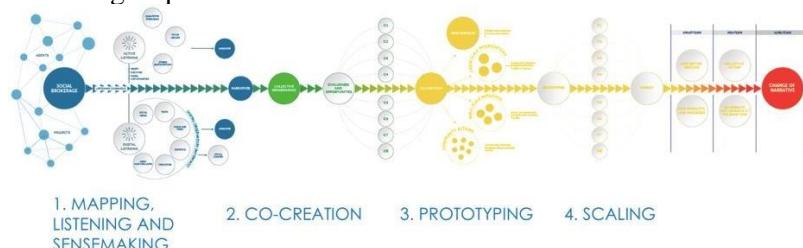
I. BACKGROUND

The 2030 Agenda for Sustainable Development is signed by 193 governments, including the Government of Indonesia (GoI). GoI is committed to pursue the implementation of SDGs that in July 2017, GoI enacted Presidential Decree No. 59/2017 on SDGs Implementation in Indonesia – paving way to the SDG Localization effort.

SDGs Governance and Social Innovation Platform

Since 2016, UNDP has been assisting national and subnational governments to localize SDG in Indonesia. Operating under a regional autonomy policy, local governance is key to achieving the SDGs. Thus, translating SDGs at subnational level is imperative. However, despite the complex and interconnected nature of the SDGs, many of the current development initiatives are still designed to address specific issues linearly. A Social Innovation Platform is designed integrate and bring together actors and actions for a systemic approach to address SDGs.

UNDP applies an ‘area-based’ social innovation approach to strengthen local governance. The approach helps communities exploring partnerships and investments with public/private sectors, informs policy reforms, and supports UNDP’s role as an ‘integrator’. The Social Innovation Platform has five core dimensions: 1) Deep listening, systems mapping & sense making; 2) Co-creation & prototyping capabilities in 5 interconnected levels (community relations; start-ups; large scale public-private partnerships; public service redesign & new regulation); 3) Portfolio approach; 4) Collaborative management & soft power; and 5) Transformation Capital – with the following steps:



UNDP Indonesia and Ministry of Village, Disadvantaged Regions and Transmigration (Kemendesa PDTT)

UNDP Indonesia and Kemendesa PDTT partners to accelerate SDG achievement in >70,000 villages. The cooperation is in line with UNDP’s mission to ensure that *no one in villages is left behind*. Among the cooperation is the application of Social Innovation Platform for socio-economic development in rural areas, including COVID-19 response and to bring SDGs back on track.

The pilot implementation Social Innovation Platform at village level runs for a year (2020 – 2021), where UNDP will be providing technical assistance to West Java and West Java province to support them in developing a portfolio of solutions at *Kawasan Perdesaan* level. The assistance will strengthen SDG Localization using an ‘area-based’ approach.

SDGs Localization: Bringing Tangible Changes at Village Level

UNDP will support the piloting of Social Innovation Platform initiative in West Java and Gorontalo province. For West Java, mainly through supporting *Kawasan Perdesaan*, in liaison with Village and Community Empowerment Agency (Dinas Pemberdayaan Masyarakat dan Desa) and Featured Program Facilitator Team (Tim Pendamping Program Unggulan). UNDP’s supports will focus on the advocacy of applying Social innovation Platform approach at *Kawasan Perdesaan* and will bring together a variety of actors to foster inclusive partnerships and create sustainable socio-economic transformations.

The role of the **Social Innovation Platform and COVID-19 Recovery Support Consultant for West Java Province** is to support the SIP Sub-national Consultant for West Java Province to facilitate the process of applying Social Innovation Platform at selected *Kawasan Perdesaan*, especially related to logistics and administration of SIP’ activities.

The project admin will support the implementation of Social Innovation Platform project activities in West Java Province to ensure:

1. High quality of project development and implementation by supporting project administration and providing finance support as well as assist day- to-day project implementation.
2. Produce outputs (and/or deliverables) specified in the project document, to the required standards of quality and within the specified time and cost.
3. Provide support to Village and Community Empowerment Agency (*Dinas Pemberdayaan Masyarakat dan Desa*) and Featured Program Facilitator Team (*Tim Pendamping Program Unggulan*) and liaise closely with relevant Social Innovation Platform (SIP) stakeholders at provincial, district and Kawasan Perdesaan levels (which include, but not limited to local government, private sector, philanthropy, academics, experts, media/press, and youth groups).

The primary reporting responsibility of the Social Innovation Platform Project Assistant for West Java Province is to the Social Innovation Platform and Covid-19 Recovery Facilitator for West Java Province.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. **Support the project team to ensure effective project planning, budgeting and implementation of Social Innovation Platform and Covid-19 Recovery for West Java Province focusing on achievement of the following results:**
 - a. Assistance in the coordination of project planning and preparation work, monitors status of project proposals and receipt of relevant documentation for review and approval.
 - b. Reviews of the project documents especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.
 - c. Implementation of the project standard operating procedures in line with the government and UNDP's regulations.
 - d. Supports to the effective reporting on the progress of project implementation
 - e. Provision of the administrative support for preparation of high quality and results-oriented progress reports.
2. **Provides administrative support to the Project Management Unit focusing on achievement of the following results:**
 - a. Provision of effective documentation on Social Innovation Platform related activities such as video recording, pictures, etc on both online and offline activities.
 - b. Serves as focal point for administrative, HR, Procurement, FRMU, Security and office coordination of project implementation activities, involving extensive liaison with a diverse organizational unit to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment, appointment and extension of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, security compliance, etc.
 - c. Provision of general office assistance such as response to complex information requests and inquiries; reviews, logs, and routes incoming correspondence; establishment of filing system and maintenance files/records; organization of meetings, workshops; routine administrative tasks, including maintaining attendance records, etc.
3. **Supports knowledge building and knowledge sharing focusing on achievement of the following results:**
 - a. Participation in the trainings for the operations/ projects staff.
 - b. Synthesis of lessons learned and best practices in project support management function.
 - c. Contributions to knowledge networks and communities of practice.
 - d. Arrangements to provide gender parity within all committees, meetings, trainings, etc.
 - e. Providing other administrative and finance support for consultant(s)/institution(s) hired

by UNDP (e.g. SIP Team, and other relevant parties).

Expected Outputs and Deliverables

No	Deliverables/Outputs	Estimated of Working Days	Completion Deadline	Review and Approvals Required
1	Deliverable 1: Report on provision of logistical and administrative support during Collective Sense-making	20	May 2021	SIP and Covid-19 Recovery Facilitator for West Java Province
2	Deliverable 2: Report on provision of logistical and administrative support during First Co-creation Iteration	20	June 2021	SIP and Covid-19 Recovery Facilitator for West Java Province
3	Deliverable 3: Report on provision of logistical and administrative support during Second Listening Iteration	20	July 2021	SIP and Covid-19 Recovery Facilitator for West Java Province
4	Deliverable 4: Report on provision of logistical and administrative support during Second Co-Creation Iteration	20	August 2021	SIP and Covid-19 Recovery Facilitator for West Java Province
5	Deliverable 5: Report on provision of logistical and administrative support during Design of Portfolio of Solutions Across the Five Levels	20	September 2021	SIP and Covid-19 Recovery Facilitator for West Java Province
6	Deliverable 6: Report on provision of logistical and administrative support during Documentation of SIP Experience and Best Practices	20	October 2021	SIP and Covid-19 Recovery Facilitator for West Java Province
7	Deliverable 7: Report on provision of logistical and administrative support during Cross-province Learning and Advocacy	20	November 2021	SIP and Covid-19 Recovery Facilitator for West Java Province
8	Deliverable 9: Report on provision of logistical and administrative support during West Java Portfolio of Solutions to SIP Community of Practice of Asia Pacific	20	December 2021	SIP and Covid-19 Recovery Facilitator for West Java Province

III. WORKING ARRANGEMENTS

Institutional Arrangement

1. This post will report to the Social Innovation Platform and Covid-19 Recovery Facilitator for West Java Province
2. Deliverable is to be submitted monthly, as stated in Section II
3. The IC will liaise with Social Innovation Platform and Covid-19 Recovery Facilitator for West Java Province and relevant stakeholders at the 'Scope of Work' section

Duration of the Work

1. The total assignment for this post from May 2021 to December 2021, with possibility of extension that is subject to the availability of funding and/or satisfactory of performance evaluation result
2. Target date for starting is 3rd of May 2021
3. Submitted deliverable(s) will be reviewed for approval within a week, followed by revision and/or correction as necessary before recommendation for payment
4. In the instance where deliverable is not possible to be produced, due to external factor, IC should discuss alternative deliverable(s) with Social Innovation Platform and Covid-19 Recovery Facilitator for West Java Province

Duty Station

1. The IC will be stationed in a provincial government office of West Java
2. IC is expected to be in the office for the assigned days within the month

Travel Plan

N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Three (3) years of Diploma degree in Accounting, Finance, Business, Public Administration, Economics, Political and Social Sciences.

Years of experience:

- Minimum three (3) years of professional experience in administrative and financial support
- Experience working with government at sub-national level (provincial and/or districts)
- Experience working with development Organizations/NGOS
- Experience working on Sustainable Development Goals issues

Competencies and special skills requirement:

- Fluency in written and spoken English is an absolute necessity
- Fluent in written and spoken Bahasa Indonesia is required
- Demonstrated familiarity with UNDP development projects in Indonesia is an advantage.
- Knowledge of and experience in supporting administration of projects funded by government will be highly desirable
- Strong knowledge and experience in project management support are essential as well as ability to draft correspondence on budget-related issues, briefing notes, graphic and statistical summaries, accounting, spreadsheets, etc
- Good inter-personal skills

- Full time availability for project management support duties is essential
- Familiar with Government and UN/UNDP procedures would be desirable
- Up-to-date computer skills required, knowledge of spreadsheet and database packages
- Experience in handling of web-based management systems would be preferable.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70*

** Financial Criteria weight; 30*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Criteria A: qualification requirements as per TOR:		
1. Three (3) years of Diploma degree in Accounting, Finance, Business, Public Administration, Economics, Political and Social Sciences.	70	70
	15	15
2. Minimum three (3) years of professional experience in administrative and financial support	20	20
3. Experience working with government at subnational level (provincial and/or districts)	15	15
4. Experience working with development Organizations/NGOs	10	10
5. Experience working on Sustainable Development Goals issues	10	10
Criteria B: brief description of approach to assignment	30	30
1. Explaining why you are the most suitable for the work	15	15
2. Provide a brief methodology on how you will approach and conduct the work	15	15